



MILWAUKEE POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

400 – OFF-DUTY, EXTRA-DUTY AND SPECIAL EVENT EMPLOYMENT

GENERAL ORDER: 2024-07
ISSUED: February 5, 2024

EFFECTIVE: February 5, 2024

REVIEWED/APPROVED BY:
Assistant Chief Nicole Waldner
DATE: December 4, 2023

ACTION: Amends General Order 2023-60 (October 30, 2023)

WILEAG STANDARD(S): 1.8.1, 2.4.7

ROLL CALL VERSION

**Contains only changes to current policy.
For complete version of SOP, see SharePoint.**

400.30 EXTRA-DUTY AND SPECIAL EVENT EMPLOYMENT (WILEAG 2.4.7)

B. APPROVAL OF EXTRA-DUTY AND SPECIAL EVENT ASSIGNMENTS

1. Extra-Duty and special event assignment related contracts not related to [Milwaukee City Ordinance \(MCO\) 105-55.5](#) shall be reviewed and approved by the assistant chief, or designee, of the Patrol Bureau prior to being reviewed and approved by the Chief of Police to ensure the contract is in accordance with the requirements set forth in SOP 400.30(A)(2).

2. Extra-Duty and Special Event Assignments Related to [MCO 105-55.5](#)

a. The department will not staff extra-duty or special event assignments for any event that requires a special event permit in accordance with [MCO 105-55.5](#) unless the special event permit application is reviewed and approved by the Chief of Police.

Note: The department may staff an event (e.g., charity ride) without a special event permit application if approved by the Chief of Police.

b. Any department member or work location that receives a request for the department to staff an event that requires a special event permit in accordance with [MCO 105-55.5](#) shall refer the requestor to Tactical Planning and Logistics. Tactical Planning and Logistics shall advise the requestor to complete the required City of Milwaukee application for a special event permit.

c. Upon receipt of the special event permit, Tactical Planning and Logistics shall ensure the application contains all of the required information and provide a recommendation to the assistant chief, or designee, of the Patrol Bureau.

d. The assistant chief, or designee, of the Patrol Bureau shall then provide a recommendation to the Chief of Police to approve or deny the special event permit.

- e. The assistant chief, or designee, of the Patrol Bureau may designate if the special event can be staffed by on-duty and/or off-duty members by Tactical Planning and Logistics.

CB. TACTICAL PLANNING AND LOGISTICS SUPERVISOR RESPONSIBILITIES

DG. REPORTING REQUIREMENTS

Prior to April 1 of each year, Tactical Planning and Logistics shall prepare and submit a report to the Chief of Police regarding all agreements for extra duty and special event contracts entered into during the prior year to ensure the department is in compliance with [Milwaukee City Ordinance 312-26-4](#). The report shall include, but not be limited to, the following information:

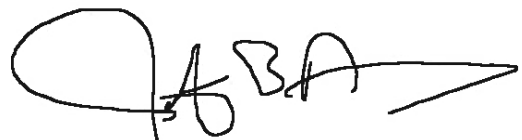
- Name of Events
- Type of Events
- Month of Events
- Location of Events
- If an extra-duty agreement or permit was on file
- If the extra-duty agreement was approved or denied (if denied, reason for denial)
- Number of police officers requested and actual number that participated
- Number of supervisors requested and actual number that participated
- If the invoice was paid or is outstanding
- Total cost of the event

ED. EXTRA-DUTY AND SPECIAL EVENT NOTIFICATIONS AND SIGN-UP

FE. MEMBERS' RESPONSIBILITIES

GF. SUPERVISORS' RESPONSIBILITIES

HG. DISTRICT SHIFT COMMANDER RESPONSIBILITIES

A handwritten signature in black ink, appearing to read 'J.B.N.' with a stylized flourish extending to the right.

JEFFREY B. NORMAN
CHIEF OF POLICE